

5 FAM 1400 LIBRARY SERVICES

5 FAM 1410 STATE DEPARTMENT LIBRARY PROGRAM

(TL:IM-26; 07-31-1998)

5 FAM 1411 AUTHORITY

(TL:IM-26; 07-31-1998)

a. The Library of the Department of State (*A/RPS/IPS/LIBR*) performs its functions as authorized by 5 U.S.C. 301, which authorizes regulations for performance of agency business including custody, use, and preservation of agency records, papers, and property.

b. DOSAR 601.603-70 (b) (6) grants the Department Library procurement authority for the acquisition of publications.

5 FAM 1412 PROGRAM OBJECTIVES

(TL:IM-26; 07-31-1998)

The Library of the Department of State administers the Department's library services program. The objectives of this program are:

(1) To maintain a central library facility, *the Ralph J. Bunche Library in Washington, D.C.*, with a collection of foreign and domestic information resources on foreign affairs and related subjects;

(2) To provide acquisition, cataloging, circulation, loan and reference, and bibliographic services to make library resources and information readily available;

(3) To provide technical direction and guidance on library problems to bureaus and Foreign Service posts;

(4) To provide a general Reading Room for direct service for library users; and

(5) To Provide an interlibrary loan service for materials not available in the Department Library.

5 FAM 1413 ACQUISITION OF PUBLICATIONS

(TL:IM-26; 07-31-1998)

The Office of the Procurement Executive grants authority to the Library of the Department of State (*A/RPS/IPS/LIBR*) to acquire foreign and domestic information resources for the central library collection. The Library also provides technical guidance and assistance to bureaus, offices, and Foreign Service posts in the acquisition of publications for their exclusive use. The Library has been delegated limited procurement authority to purchase publications on behalf of bureaus, offices, and Foreign Service posts. It is an option for bureaus, offices, and posts to utilize the Library to purchase publications on their behalf. Bureaus, offices, and posts that requisition materials for their use provide funds to the Library for the procurement of materials.

5 FAM 1414 POLICY CONCERNING LOANED MATERIALS

(TL:IM-15; 1-31-95)

Library materials must be returned after a set period of time. See 5 FAM 1433.2 for more information.

5 FAM 1414.1 Non-Returned Materials

(TL:IM-15; 1-31-95)

Borrowers who do not return books or reimburse for lost materials shall be barred from borrowing additional materials until materials are returned or the Library is compensated.

5 FAM 1414.2 Borrowers Who Are Leaving The Department

(TL:IM-15; 1-31-95)

Department employees who are separating from the Department must obtain clearance from the Department Library to ensure that they have returned all Department Library materials. The separating employee must either return materials or reimburse the Library.

5 FAM 1415 DEPARTMENT PUBLICATIONS

(TL:IM-26; 07-31-1998)

The Publishing Services Division (*A/RPS/MMS*) forwards three copies of all Department publications to the Library as soon as possible. Department offices printing publications for a limited distribution should forward three copies to the Library if the publications are of a substantive nature.

5 FAM 1416 POST LIBRARIES

(TL:IM-15; 1-31-95)

To the extent feasible, each post should maintain a library collection. The collection is to assist post staff with their official functions. The Department Library shall provide policy guidance and technical assistance to the posts concerning their libraries. Post libraries are those managed by the Department of State and not by the United States Information Agency (USIA) or another Federal agency. See 5 FAM 1440 for post library procedures.

5 FAM 1417 THROUGH 1419 UNASSIGNED